

DEPUTY FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Deputy Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the absence of the Chief. Manages the operation of one fire department division and all department operations on one shift. Sets management policies, goals, and objectives for the department or for an assigned department function or division and has policies reviewed by the Fire Chief. Keeps informed on modern fire fighting methods and administrative policies. Conducts inspections of various divisions of the department and observes department operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Supervises positions comprising fire suppression classifications.

Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Supervises department employees by providing assistance to subordinates in technical areas of work and inspecting the appearance of assigned equipment. Conducts training in basic fire fighting by personally training in the classroom and through drills and evolutions. Supervises departmental employees by resolving employee complaints and grievances. Interviews prospective employees and makes recommendations for hiring. Supervises employees by writing employee evaluation reports. Maintains inventory of supplies and equipment and distributes them to department personnel as required.

Assists in managing the accounting for the money and assets of the entire department. Gathers information to be used in compiling budgets and aids in the preparation of the departmental operating budget by helping compile and organize the data needed. Authorizes expenditure of funds and purchasing of equipment and supplies, making sure that such expenditures are in accordance with the budget. Oversees the organization of data needed for reports, as well as supervising the preparation of LFIRS reports. Writes letters in answer to written or oral requests addressed to the fire department.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and a source of water supply. Acts as a coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Directs all fire suppression and rescue operations at the emergency scene.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's

degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least five (5) years experience as a member of a paid fire department, three (3) of which must have been in a supervisory role.